INTERNET USE   **INF-2**

This document constitutes a library-wide policy for the management of computers, data networks and the resources they make available that are owned and operated by Liberty Lake Municipal Library or furnished through other sources.

This policy reflects the wishes of the Liberty Lake Municipal Library Board of Trustees to maintain a computing environment that is characteristic of the library's operating principles, and attempts to detail the privileges and responsibilities relevant to that environment.

GENERAL POLICIES

Computer use has become an integral part of library activity. While much computing is currently done on individual computing resources, a growing amount of informational transactions now take place on networks. The following procedures are meant to maximize the access to computing resources, and optimize use of these resources.

1. Legal Use

Computing services may only be used for legal purposes by the library staff and the public. Examples of unacceptable purposes include, but are not limited to:

> *Harassment of others;

> *Libeling or slandering of others;

> *Destruction of or damage to equipment, software, or data belonging to the library or others;

> *Disruption or unauthorized monitoring of or interference with electronic communication;

> *Unauthorized copying of copyrighted materials

> *Viewing of or downloading of child pornography

2. Ethical Use

Liberty Lake Municipal Library is committed to maintaining a standard of ethical behavior for its staff and other computer users. Examples of behavior that would violate these standards and call for corrective measures by the library included, but are not limited to:

> *Violation of computer system security;
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> *Unauthorized use of computer accounts, access codes, or network identification codes assigned to others;
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> *Violation of software licensing agreements;
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> *Violation of network usage policies and regulations;
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> *Unauthorized storage of personal data on library owned computer hard drives;
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> *Use of computer generated sounds and visuals which might be disruptive to others.

3. Confidentiality

Use of the filtered Internet stations is done through the library's circulation system, and access to sites will be treated as circulation records. The privacy of these records is protected under Washington law and the policies of Liberty Lake Municipal Library.

The library will do its best to protect the confidentiality of computer users concerning the users' access to those databases and sites that **do not violate** the legal and ethical standards of the library. However, the library cannot ensure privacy for computer users in a public computing environment. The user should be aware that electronic transactions and records are vulnerable to interception by unauthorized parties.

SPECIFIC POLICIES

1. Public Access Computing

Public access computers (not including Internet stations) are those available for use of the particular formats and applications offered on

each computer, such as word processing programs, spreadsheets and graphic programs. The guidelines for use of these computers are as follows:

*Unauthorized programs or applications will not be loaded or used on these computers;

*Library staff members are **not** trained computer instructors. Patrons are responsible for their own use of public access computers, including the proper and safe storage of data. The library staff is happy to render whatever advice and assistance they can, but it is the patron's responsibility to have an adequate knowledge of computing to insure the security of library computing equipment as well as the patron's data, and successfully make use of the public access computing facilities;

*The library assumes no liability for lost or damaged data, money, information, business, etc. resulting from use of library computing facilities or the damages incurred from any computer viruses that may be spread through the library's public computing environment;   (amended 8/21/2006)

*The library staff is responsible for equitable and fair access to all computing facilities at Liberty Lake Municipal Library. The library staff has the duty to enforce the computing policy. If patron refuses to cooperate with the library staff in the performance of this duty, the staff has the right to revoke computing privileges. Patrons refusing to cooperate past this point will be dealt with under the Library Operating Policy, which may result in their removal from the premises;

*Decisions may be appealed to the Library Director, and if a satisfactory conclusion is not reached, the decision may be appealed to the Board of Trustees.

2. Internet Access

The library offers different levels of access to the Internet, though the library does require that all on-site users of the Internet refrain from accessing material that may prove disruptive or offensive to other

library users, especially concerning audio levels and graphic screen images, or might engender a danger to the library user. Library provided Internet access must not be used to access pornographic materials or web sites.

Liberty Lake Municipal Library has instituted the use of filtering software at two levels of security. Children under 18 years of age **must** use the optimum level of filtering. However, no filtering software is perfect or totally secure. The library will be continually upgrading this type of software, but there will always be the possibilities of inappropriate material being accessed by intent or mistake.

As with any other information available to minors, it is parental involvement and guidance that makes the difference. If parent choose not to make Internet access available to their child (children), please make this a matter of parental responsibility.

Many parents are concerned about the encounters young people may have through use of Internet "chat rooms." The library has blocked access to chat rooms. Library staff members attempt to monitor young peoples' Internet use by casual visual observation, and any obviously inappropriate Internet activity is curtailed. However, as stated in library policies, it is the privilege and responsibility of the parent to guide their child's access to an ever-expanding universe of information. Parental discretion and control are the keys to maintaining an appropriate balance between access and limitations for their own children.

The Library Board of Trustees will continue to strive to find ways of balancing the needs and rights of minors to access information in many forms, and the wish of parents for protection against inappropriate or endangering electronic contacts.

INTERNET TIME LIMITS

Because of the tremendous demand for Internet access at the library, the time slots for individual use of the Internet stations are:

> During regular hours there will be a guarantee of 60 minutes on internet stations, after which patrons may be required to relinquish computer to a waiting patron. Personal computing stations (non-Internet) have an hour limit. Library staff may waive time limits at their discretion. Patrons wishing to download

something from the Internet may buy a CD or borrow a flash drive from the library.

INTERNET ACCESS POLICY

Patrons may access the internet under the guidelines stated above and must follow the procedures below:

*All library patrons 18 years and over requesting Internet access must receive and sign a Liberty Lake Municipal Library Patron Agreement Form stating that he/she has read and understands the Computer Use Policy. This will be noted on the circulation record.

*All computer stations must be checked out through the library circulation system. A library card will be required.

*All patrons 17 years and under wishing Internet access must have a signed Liberty Lake Municipal Library Patron Agreement Form signed by a parent or legal guardian stating that he/she has read and understands the Computer Use Policy.

*After checking out a computer at the circulation desk, a patron will be given a computer Pass. This **must** be displayed at the computer station checked out to that patron.

*After a 60 minute session, the patron may be required to return the pass or may request more time. Additional time is granted at the discretion of the library staff.

*Any person found in violation of this policy or any other library policy involving computer use, privacy rights, or issues of inappropriate decorum will:

A. Receive a verbal warning to desist, and

B. If the problem persists, that person(s) will be asked to leave the computing area, or in necessary cases, will be told to vacate the library building and grounds.

3. Printing Costs

All computer generated printing will be charged at **10 cents per printed page**.

4. Ongoing Review of the Computer Use Policy

The Board of Trustees of Liberty Lake Municipal Library regards this document as a set of guidelines that will be subject to an ongoing process of examination and change. What may work today might very well not succeed under other circumstances, and the rapid changes in technology mean that circumstances are also constantly changing. Therefore, the policies set forth in this document must be somewhat fluid and adjustable. The Board will be vigilant in its efforts to balance the rights of all library users to access information, and the need of the library to remain aware of community concerns for the maintenance of a safe environment for users of all ages.

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